



**NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy**

POSTING #: 21-00241

TITLE: Personnel Assistant 1 or 2 **ISSUE DATE:** 10/22/2021

TITLE CODE: 63255/63254 **CLOSING DATE:** 11/12/2021

DIVISION: Human Resources **LOCATION:** Ewing

UNIT SCOPE: T360 **UNIT:** Classification/PAR Unit

RANGE: Y28/Y25 **SALARY:** \$76,748.04/\$109,368.45-\$66,877.22/\$95,059.28

POSITION: One **WORK WEEK:** NL/3E

Description

The successful candidate will report directly to a Manager 2, Human Resources and be responsible for the daily supervision of a Personnel Assistant 4 and a Technical Assistant Personnel in the Classification/PAR Unit. This Unit is responsible for the processing of classification actions, appeals and studies; modifications to job specifications; creation of new titles; re - evaluations of existing titles; title consolidation projects; out - of - title work appeals; reviewing eligibility of candidates; oversight of the PAR process including unsatisfactory PARs, and other work related to the Unit. Occasionally, the successful candidate will be responsible for assisting in Department reorganizations and/or layoffs as necessary. As part of this job, the successful candidate will be required to work directly with Department management, personnel coordinators, and employees, and staff from the Civil Service Commission and should possess considerable working knowledge of all applicable rules and regulations governing the processing of the actions of the Unit. It is important that the actions processed by the Unit are completed correctly and processed timely. In addition, the successful candidate will be required to prepare correspondence that may often be complex and technical in nature; access information and/or submit actions into various electronic systems such as eCATs, ePAR, PMIS, CSS, and NCSS; and have experience in various software applications such as Word, Excel, Outlook, Power Point, SharePoint, Visio, Business Objects, and others.

Preferred Skill Set

- *Detailed - oriented
- *Strong analytical skills
- *Research of subject matters
- *Customer service
- *Strong communication both oral and written
- *Be able to prioritize and multitask
- *Strong problem - solving skills

Candidates for this position must demonstrate knowledge and experience in classification.

Education

Graduation from an accredited college with a Bachelor's degree.

Experience

Personnel Assistant 1:

Four (4) years of professional experience in a personnel program of a public or private agency.

Personnel Assistant 2:

Three (3) years of professional experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the experience.

Open To The Following

Employees must be serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment.

For voluntary reassignment eligibility, employees must be serving permanently in the title of Personnel Assistant 1 or 2 preceding the posting date.

Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional list in the former unit.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

Forward Responses To:
Martin Hayes, Personnel Coordinator
Department of Transportation
1035 Parkway Ave. MOB 2ndFloor
Trenton 08625
Martin.Hayes@dot.nj.gov

**NEW JERSEY DEPARTMENT OF TRANSPORTATION
IS AN EQUAL OPPORTUNITY EMPLOYER**